

POSITIVE ACTIVITIES FOR YOUNG PEOPLE GRANTS APPLICATION FORM

This application should normally be completed online via the Area Board website.

Complete this application form to let us know about the project/programme/activity you want to do.

Please return this form to: XXXXXXXXXXXXX

Remember to read the Criteria and Hints and Tips to make sure you include everything you need to.

FOR AREA BOARD/LYN USE ONLY:

Date application received

Is my organisation/group eligible?

We are a voluntary and community sector organisation as per the council definition or have a sponsor organisation or group which meets this criteria	Y
We are based in the county of Wiltshire and/or will be providing services/activities for the sole benefit of Wiltshire residents for the funding awarded	Y
We have a bank account in the name of the organisation or group, which requires at least two joint signatories, who are not related, for all transactions or have a sponsor organisation which meets this criteria	Y
We have the necessary policies and procedures that fulfil legal requirements e.g. accounts, health and safety, equal opportunities, insurance, safeguarding etc.	Y
We are applying on behalf of a political party	N
This application is for religious activity	N
We are applying on behalf of a statutory body or school (including Wiltshire Council)	N
This application is for the sole benefit of an individual	N
We are applying on behalf of a private – profit making / commercial organisation	N

Is my project/activity/programme eligible?

My project/activity/programme is for the provision of positive activities for young people	Y
My project/activity/programme is for 13-19 year olds (up to 25 years of age for young people with special educational needs and/or disabilities)	Y/N
My project/activity/programme has already happened	N
My project/activity/programme has involved young people in the application process	Y
My project/activity/programme helps meet the outcomes and priorities set out by the relevant Local Youth Network	Y
My project/activity/programme is solely for capital items (equipment)	N
My project/activity/programme is to train funders and/or trustees	N
We have already made 2 successful applications to the Area Board in this financial year	N
The primary purpose of this project/activity/programme is to raise funds for another organisation	N

How is your organisation committed to the organisational principles required of applicants?

(Please refer to the application pack)

The Rise Trust already engages in Youth Work and Mentoring, targeted at the unheard and under represented groups of young people.

All of our activities enable young people to connect with their communities including through volunteering and the Time Credit scheme. We provide opportunities for young people to take part in sport, arts and music activities allowing them to socialise safely and develop relationships with adults they can trust. Our current youth activities encourage young peoples social and emotional development through individual relationship building and through group activities. All of these activities improve young peoples self esteem, mental health and emotional well-being. Our youth project with GreenSquare and Sovereign Housing associations are targeted at reducing anti-social behaviour and engaging young people in positive activities in their communities.

SECTION 1: ORGANISATION/GROUP DETAILS

Name of organisation/group:	The RISE Trust
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How much are you applying for?	£4,920
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Name of sponsor organisation (if applicable):	N/A
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Organisation/group contact details:

Name / position:	Pauline Monaghan
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Address:	The RISE Trust, The Oaks, Chippenham, Wiltshire
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Postcode:	SN15 1DU
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Phone number:	01249-463040
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Mobile phone number:	
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E-mail:	julies@therisetrust.org
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Web address:	www.therisetrust.org
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Do you have an up to date Health and Safety Policy in place?	Y Annex 1
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Please provide details of insurance cover you have in place
Ecclesiastical – Employers Liability Insurance – Policy No: 06/CBP/0121182

Do you have an up to date Equality of Opportunity Policy in place?	Y Annex 2
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You will be required to provide a copy of your governing document (i.e. constitution, memorandum and articles of association) as well as copies of the policies listed above.

How many young people to do you expect to engage through your project/activity/programme?	30/40
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How have young people been involved in the development of your project/activity/programme?
The Young people completed the Local Youth Network Chippenham Area Young people’s activity needs Assessment and identified a Youth Cafe as their first choice. They then supported the Youth in the Community event at the Area Board in order to have their voices heard and to hear the results of the survey.

How does your project/activity/programme support local needs, outcomes, priorities and objectives for positive activities?

See How is your organisation committed..... above

How will your project/activity/programme be accessible, affordable, wanted and valued by young people?

The youth activity came out as a top priority during the LYN consultation process and our on-going youth work demonstrates that this is exactly the kind of project the young people with whom we work would like to have run.

SECTION 2: WHAT ARE YOU PLANNING TO DO?

What will your project/activity/programme involve?

(Use the box below to say why/how you identified the project/activity/programme, what you want to do, where, when and how you plan to do it. The more detail you give us the better). Please use a separate sheet if you need to.

Need

There is a need in Chippenham for an informal safe place for young people to meet. The Chippenham and Villages Community Area Needs Assessment 2015 identified a 'youth café' as the top choice for young people. Young People's Café Research 2012 located a café would best be sited centrally but discreetly.

Considerations: There have been a few incidents of ASB alongside the venue which has affected the wider view of young people. Monkton Park is frequented by all sectors of the community and young people. The venue is located as an integral facility to the leisure centre activities. Riverbank is as shared facility with the Disability Learning team who use it weekly as a day centre. No Smoking venue and outside approach area. The toilet area may be shared, and there is a foyer area use to access the toilets which allows access to the upper floor of the Olympiad and the Riverbank Suite.

This venue complies with DDA requirements and disabled young people should be factored in to any service planning.

Times and duration: 3.30-6.30pm Wed-Friday 22nd July – 30th August LYN tbc

Young People – a café in this venue is likely to attract a mixed audience of young people ages 13-17years from all parts of the town and area 11-12yrs may want to access provision which will be managed.

Protected factors- due consideration has to be given to the needs young people who are: of black and mixed ethnicity, disabled, LGBT, looked after, from low income households, NEET or 'at risk'.

How long will the project/activity/programme last? (This could be for more than one year – subject to Area Board

Start Date: 22nd July 2015

End date: 30 August 2015

funding)		
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Where will your project/activity/programme take place?

Please give the address, or area where the project/activity/programme will take place:	Riverbank, Olympiad, Chippenham, Wiltshire
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How will you encourage volunteering and community involvement in your project/activity/programme?
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Former members of our youth groups will volunteer in this cafe as part of their Time Credits process. Adults who volunteer for the RISE Trust will be encouraged to take part in this project.

Is your project/activity/programme targeted at any vulnerable groups of young people e.g. Looked After Children etc?

Young people at risk from exclusion from school.
 Looked after Children
 Young People on CP and CIN plans
 Young people whose families live in poverty.
 Young people involved in risky behaviour.

Will you be working with other community partners (e.g. police, schools etc) to support the delivery of your project/activity/programme?

Current police partners will be invited to join us in this project.
 Secondary schools are already partners of the RISE Trust and they will be invited to advertise the programme to specific young people.
 Motiv8 to deliver workshops to young people around drug and alcohol.

Which of the following categories would you say your project/activity/programme falls into? (please tick)			
Informal education		Youth work/development	√
Sport/Leisure		Residential	
Arts/Culture		Employment or training	
Music/Dance/Drama		1:1/group work	
Community project		Volunteering	
Other (please state)			

What is the target age range for this project/activity/programme?	13-19
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How will ensure your project/activity/programme is inclusive and is accessible to 'hard to hear/underrepresented' groups of young people (those with protected characteristics)?
As above

Who else will your project/activity/programme benefit?
Young people's families – pressure on them will be reduced and local communities as young people will be positively engaged. Anti-social activity will reduce.

SECTION 3: FINANCE

Overall cost of the project/activity/programme?	
Please give us a breakdown of what you intend to spend the money on.	
ITEM/ACTIVITY	COST
Staffing (4 staff x 3 hours per day x 3 days per week) 3.30 to 6.30 per day to include half hour set up and half hour pack down (total hours will be 4 3.00 to 7.00)	£4,320.00
Resources (art materials, magazines etc)	200.00
Food and drink	400.00
Total cost of project/activity/programme	£4,920

Are you using any of your own funds for this project/activity/programme? If yes, How much?	No £
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State / De-minimus aid (to be completed by sponsoring organisation if applicable)

We confirm that including any proposed grant sum together with any other public money we have received from any source in the past three fiscal years does not exceed £200,000	Yes
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Please give details below of any other de-minimus aid received during the previous two fiscal years and the current fiscal year

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Exemption – If applicable, please confirm the basis on which you are except from the state aid regulations

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Details of your sponsor organisation (if applicable):

Name of sponsor organisation:	
Key contact name/position:	
Address of sponsor organisation:	
Telephone number of sponsor organisation:	
We may need to contact your sponsor organisation before we agree any funding. Are you happy for us to do this?	Yes/No

A copy of your most recent financial management accounts which show current income and expenditure may be required or if you are a new organisation (less than 6 months) then you can submit a cash flow statement and a copy of a recent bank statement (this will need to be provided by the sponsor organisation if applicable). Annex 3

Financial Management (this section will need to be completed by the sponsor organisation if applicable)	
Please confirm that you have a minimum of 2 signatories for your bank account (1 must be a member of your governing body)	Yes
Bank account. Please provide current bank or building society account details which must be in the organisation's/sponsor organisation's name (personal accounts will not be accepted)	
Bank account name	The RISE Trust
Bank account number	18252311
Bank sort code	60-24-77
Bank or building society branch name	NatWest Bank
Building society roll number (if applicable)	

SECTION 4: SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE (to be completed by sponsor organisation if applicable)

The council takes safeguarding and promoting the welfare of children and young people very seriously. We want to ensure that all those working with young people share this commitment and provide safe environments.

Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
Child Protection Policy - Annex 4

Do you have the following policies and procedures in place (please note you may be required to provide copies of these):
<ul style="list-style-type: none"> • Child Protection Policy – Annex 4 • Complaints Procedure – Annex 5 • Whistle Blowing Policy – Annex 6
Y – see attached

How do you make sure staff and volunteers understand their safeguarding responsibilities?

All RISE staff and volunteers are required by our contract process with Wiltshire Council to be fully trained in Safeguarding and DBS checked before they can start work with the RISE Trust. These DBS checks are routinely renewed every three years. A full account of all staff and volunteer DBS checks are kept by The RISE Trust on a Single Central Record. All RISE staff and volunteers are required to undergo an intensive induction process whereby they are required to read all RISE Trust Policies and Procedures. All RISE Trust staff and volunteers are required to undergo on-line safeguarding training before they commence work or placement.

Regular safeguarding training is carried out in-house with all staff during staff training days. All new legislation and information is relayed to the staff as soon as it is received. All staff are fully aware of how to operate the RISE Trust Alert system which relates to any safeguarding issues. Wiltshire Safeguarding Board flowcharts are displayed in each Centre and are clearly visible to all staff, volunteers and clients.

Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.

Y – held on Single Central Record

How are young people involved in the development and delivery of your activities/services?

They shape all services as outlined previously.

What policies and procedures do you have in place for dealing with safeguarding issues and concerns?

See Safeguarding Policy. Detailed Alert systems etc.

Who in your organisation/group is ultimately responsible for safeguarding?

Pauline Monaghan

What is your procedure for dealing with an allegation against a member of staff or a volunteer?

See Safeguarding Policy.

How do you ensure that young people are kept safe online when accessing your services/activities?

N/A – do not provide access to computers
Staff discuss e-safety as part of the sessions.

SECTION 5: MONITORING AND EVALUATION

What outcomes and impact will your project/activity/programme achieve for young people?

Reduce number of reported incidents of anti-social behaviour when club is open.
Increased self-esteem.
Developing positive relationships with people they can trust
To feel valued within the community

Please see attached Target Wheels - Annex 7

How will you monitor and measure outcomes and impact, including feedback from young people who use the project/activity/programme?

By applying the baseline measure at the beginning and again at the end to measure young peoples progress in achieving the objectives.

Other Information

If there is anything else you would like to tell us about your project/activity/programme please use the space below.

The RISE Trust has considerable experience in running youth work with some of the most challenging young people in Chippenham. We welcome this opportunity to move some of our youth activity into a town centre location and we hope this project will be the beginning of a long-term partnership with the Area Board.

Are you happy for us to share information about your project/activity/programme with others and in promotional materials? For example, on websites, on the radio, in adverts, on posters etc. Y

Are you happy to join the Local Youth Network if not already involved? Y

Declaration		Tick
I confirm that, as far as I know, all the information on this application form is true and correct.		√
I understand that you may ask for more information on the project/activity/programme at any stage.		√
Your name/position: Pauline Monaghan, Chief Executive Officer		
Your signature:	Date:	

Thank you for taking the time to complete this form. Please make sure that you have completed every question and read the criteria thoroughly before returning your form.

Please see our **hints and tips** information.